



Dept. of Public Works

4444 Rice St., #175
Lihue, HI 96766
PH: (808) 241-4854
FAX: (808) 241-6806



Commercial Permit Application Checklist

Check One: ☐ Paper ☐ Electronic

“As-Built” Structure? ☐ Yes ☐ No

E-PLAN SUBMISSION:

- ☐ Plan orientation is landscape (horizontal) for reading from left to right.
- ☐ All plans to follow prescribed naming standards (see EPR Applicant User Guide).
- ☐ Each sheet to be uploaded into EPR as a separate PDF or DWF.
- ☐ Leave a 3-inch x 3-inch blank area, on all pages, in the upper right hand corner for the APPROVED – JOB SITE COPY stamp to be inserted later.
- ☐ Supporting document files will be uploaded into EPR as a multi-page file.
- ☐ Bring completed permit application and this checklist to BD office to start the permit process.
- ☐ Refer to the county website www.kauai.gov under Licenses and Permits, Electronic Plan Review for additional information.

BUILDING CODE SUMMARY: This information should be incorporated into the title sheet for easy reference.

- | | |
|--|---|
| <input type="checkbox"/> Occupancy Type. | <input type="checkbox"/> Type Construction. |
| <input type="checkbox"/> Means of Egress. | <input type="checkbox"/> Interior Finishes. |
| <input type="checkbox"/> Fire Resistive Requirements and fire, life and safety code analysis layout. | |

APPLICABLE CODES:

- | | |
|---------------------------------------|------------------------------------|
| - 2006 International Residential Code | - 2006 International Building Code |
| - 2008 National Electrical Code | - 2006 Uniform Plumbing Code |
| - 2006 NFPA 1 with Amendments | - 2009 IECC (Energy Code) |

GENERAL: Check each box to verify requirements are met.

- ☐ A building permit application (multi-carbon) and Contractor’s Statement may be obtained at BD office with all applicable items on the forms completed. The application and Contractor’s Statement shall be signed by the permittee, his/her authorized agent, or his/her successor in interest, of which agent or successor may be required to prove such agency or successor.
- ☐ If the owner of record is not applying for permit, a letter of authorization from the owner must be submitted with the building permit application.
- ☐ If the Tax Map Key (TMK) cannot be verified, the applicant must go to Real Property Assessment Division to obtain the correct TMK.
- ☐ All building plans shall be designed, approved and stamped by a professional structural engineer or architect licensed and registered in the State of Hawai’i as required by Chapter 464, Hawai’i Revised Statutes.
- ☐ The completed building permit application and this checklist must be submitted by e-plan or by paper with six (6) sets to BD office. At least one set of paper plans must have the original wet stamp and signature of the design professional as per HAR 16-115-8 & 9.
- ☐ Electrical and Plumbing permit applications must be filled out (contractor information not required) and submitted for plan review.
- ☐ Be sure to include an INDEX PAGE for easy reference.
- ☐ The Energy Code Statement must be signed by the design professional and placed on the first page of the plans, or submitted separately in letter to the Building Official including the identification of the building.
- ☐ Any engineering packet provided must contain a current engineer signed stamp and designed criteria.
- ☐ Identify basic wind speed and exposure category for location. Wind-borne debris regions require additional opening protections.

SITE PLAN:

- ☐ Must be legible, including North arrow and drawn to scale (i.e., 1” = 20’-0”). Provide a graphic scale for all drawings.
- ☐ Orientation of footprint matches floor plan.
- ☐ Show property line locations and existing easements with dimensions.
- ☐ Show location of proposed utilities (water, sewer, power, gas, phone, cable/broadband) with dimensions to property line and surrounding items.
- ☐ Show all adjacent street names.
- ☐ Show outline of existing and proposed structures with distances to property lines and between structures; setbacks (as determined by Planning Dept.) shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- ☐ Indicate height of all structures inclusive of roof ridgelines.
- ☐ Show building and garage entrances, driveway and access from street.
- ☐ Indicate and show breakdown of building surface coverage calculations (square footage of lot, building footprint and percentage of lot coverage). Include floor area ratio (FAR). Planning Dept. determines maximum lot coverage based on zoning.
- ☐ If property is on cesspool or septic system, identify the location on the site plan. Otherwise, specify if county or private sewer system.

- ☐ Show proposed finished grade based on spot elevations.
- ☐ Show site drainage using arrows to indicate direction of flow. Show gutters w/down-spout locations if applicable.
- ☐ Show location of all easements (utility, driveway, etc.).
- ☐ For additions/remodels, indicate area on footprint to be altered.

BUILDING PLANS:

- ☐ Plans must be legible and drawn to scale (i.e., 1/4" – 1'-0"). Plans must include the following:
 - ☐ Foundation plan showing all structural elements, including hold-down locations and type of fasteners.
 - ☐ Exterior elevations accurately representing building site and grading (1 for each side of building).
 - ☐ Detailed floor plans with square footage and systems layout. Identify & label use of each room, space or area.
 - ☐ Floor framing: all floor framing sheets, details and beams must match.
 - ☐ Roof framing showing location, spacing, and sizes of rafters and beams, required solid blocking, and header sizes for door & window locations. If using roof trusses provide stamped engineered details of all trusses to be used, including a layout indicating the placement of each truss. Include engineered drag trusses and truss bracing details. (NOTE: Engineered truss details may be submitted to BD office after permit is issued. However, truss details must be submitted for review and approval prior to calling for Load/Uplift Ties inspection.)
 - ☐ Typical building cross sections showing all foundation & framing components including but not limited to: floors, walls & ceiling, main structural members, sheathing, siding, roofing and bracing. Include window and door schedules. Multiple story structures require a complete stair section indicating stair rise & run, headroom clearance, framing & support members and handrail/guardrail details. Also include interior elevations.
 - ☐ Lateral bracing details.
 - ☐ Electrical layout showing room lighting, outlets, fans, exhaust vents, etc. Electrical plans over 35 KVA requires Electrical Engineer stamp. Be sure to include one-line diagram(s), panel schedule(s), and wiring methods.
 - ☐ System layout of all plumbing, heating & air conditioning, mechanical equipment, etc. (indicate electric or gas) with isometric diagrams. Air conditioning systems over 60,000 BTU/Hr. will require a State of Hawai'i Dept. of Health Form 1 to be submitted and approved.
 - ☐ Specify Complete Load Path and Uplift Ties design with type and location of all fasteners.
 - ☐ Statement of Special Inspections: The construction drawings shall include a complete list of special inspections required in 1006 IBC Sections 1704, 1707 and 1708. The permit applicant shall submit a statement of special inspections prepared by the registered licensed engineer or architect of record as a condition for permit issuance. The statement shall include a complete list of special inspections required by this section and the qualified person who will conduct the special inspection.

DEMOLITION:

- ☐ A separate Demolition application must be submitted if you wish to demo prior to permit approval of the project.

FLOOD FRINGE, FLOODWAY, or COASTAL HIGH HAZARD AREAS:

- ☐ Additional information will be required for permit approval. Check with Engineering Division for further details.

County Employee Participation in Plan Drafting:

Did a County of Kauai employee participate in plan drafting?

- ☐ No
- ☐ Yes (if yes provide name and department) _____

Name
Department

By signing I acknowledge that all information contained in this checklist is true to the best of my knowledge.

**Agent (I certify that I sign this checklist personally
on my own behalf and as agent for the landowner.)**

or OWNER

Signature and Date

Signature and Date

Printed Name and Relationship to Project (i.e., Agent, Contractor,
Architect, Designer, Permit Processor, etc.)

Printed Name

**COUNTY OF KAUAI
ELECTRICAL PERMIT APPLICATION**

WRITE IN ALL INFORMATION	BUILDING OCCUPANCY					ZONE	SEC	PLAT	PARCEL	LOT NO.	DISTRICT
	NEW	ADDN	ALT	REPAIR	RELOCATION						

OWNER/TENANT	PROJECT LOCATION:	BLDG PERMIT NO.
GENERAL CONTRACTOR	ADDRESS	PHONE:

BRANCH CIRCUITS INSTALLATION

DESCRIPTION	RECEPTACLE CIRCUITS	LIGHTING CIRCUITS	SPARE CIRCUITS	RANGE CIRCUIT	OVEN CIRCUIT	WATER HEATER CIRCUIT	DRYER CIRCUIT	SWIMMING POOL CIRCUIT	SIGN CIRCUIT	MOTOR OR EQUIPMENT CIRCUITS	A/C UNIT CIRCUITS
AMP RATING											
NO. TO BE INSTALLED											

NO.	SERVICE INSTALLATION	AMP RATING	FEE	AMOUNT	NO.	TEMPORARY LIGHTS	FEE	AMOUNT
	NOT OVER 100 AMP (MAIN & SUB MAIN)		10.00			NOT OVER 50 LAMPS	10.00	
	NOT OVER 200 AMP (MAIN & SUB MAIN)		11.00			OVER 50 AND NOT OVER 100	14.00	
	NOT OVER 400 AMP (MAIN & SUB MAIN)		12.00			EACH SUCCEEDING 100 OR FRACTION THEREOF	7.00	
	NOT OVER 600 AMP (MAIN & SUB MAIN)		14.00			DECORATIVE LIGHTING AND FOOTLIGHTS, BORDERS AND STRIPS IN THEATERS, WHERE 100 OR LESS SOCKETS INSTALLED	12.00	
	NOT OVER 800 AMP (MAIN & SUB MAIN)		18.00			ADDITIONAL 50 OR FRACTION THEREOF	7.00	
	NOT OVER 1000 AMP (MAIN & SUB MAIN)		22.00			MOTORS (FIXED)		
	NOT OVER 1200 AMP (MAIN & SUB MAIN)		26.00			NOT OVER 1 HP	6.00	
	OVER 1200 AMP (MAIN & SUB MAIN)		29.00			OVER 1 HP BUT NOT OVER 3 HP	7.00	
	FEEDER CONDUCTORS		7.00			OVER 3 HP BUT NOT OVER 10 HP	10.00	
	EACH BRANCH CIRCUIT		7.00			OVER 10 HP BUT NOT OVER 25 HP	14.00	
	EACH ALTERATION, ERECTION, CONNECTION		12.00			OVER 25 HP BUT NOT OVER 50 HP	18.00	
	OF ILLUMINATION AND LIGHTING OF SIGN					OVER 50 HP BUT NOT OVER 100 HP	28.00	
	TRANSFORMERS AND GENERATORS (FIXED)					OVER 100 HP BUT NOT OVER 150 HP	36.00	
	NOT OVER 5 KVA		10.00			OVER 150 HP BUT NOT OVER 200 HP	48.00	
	OVER 5 KVA BUT NOT OVER 15 KVA		18.00			OVER 200 HP	60.00	
	OVER 15 KVA BUT NOT OVER 50 KVA		36.00			MISCELLANEOUS		
	OVER 50 KVA BUT NOT OVER 100 KVA		48.00			INSTALLATION OF CONDUITS AND RACEWAYS WITHIN A BUILDING, FOR EACH 500 SQ FT OF FLOOR AREA OR ANY FRACTION THERE OF	20.00	
	OVER 100 KVA		60.00			INSTALLATION OF UNDERGROUND CONDUITS, RACEWAYS & CABLE OUTSIDE A BUILDING, THE FIRST 50 FT OF CONDUIT AND RACEWAY	20.00	
	NEW SERVICE EQUIPMENT FOR TEMPORARY ELECTRICAL SERVICE ON POLES FOR CONSTRUCTION SITE OR BUILDING		20.00			FOR EACH ADDITION FT OF UNDERGROUND CONDUITS, RACEWAYS & CABLE THEREOF	1.00	
	REINSPECTION OF TEMPORARY PORTABLE POWER POLE EQUIPMENT MOVED FROM ONE LOCATION TO ANOTHER		20.00			INSTALLATION, REPAIR OR FOR WORK WHICH A PERMIT IS REQUIRED BUT FOR WHICH NO FEE IS HEREIN PROVIDED	20.00	
	CARNIVALS, CIRCUSES, FARM FAIRS, RELIGIOUS ACTIVITIES, OUTDOOR PLAYS AT PARKS, SPORTING EVENTS, RALLIES ETC.		60.00					
	PERMIT TRANSFER FEE		50.00					
	PHOTOVOLTAIC ENERGY SYSTEM							

OTHER INSTALLATION: _____ SUB TOTAL: \$ _____

I HEREBY ACKNOWLEDGE THAT THE INFORMATION GIVEN ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL COUNTY OF KAUAI ORDINANCES. (NOTE: IF MORE SPACE IS NEEDED, USE SEPARATE SHEET AND ATTACH.)

PRINT (CONTRACTOR)

SIGNATURE

PRINT (ELECTRICIAN)

APPROVED: BUILDING OFFICIAL OR AUTHORIZED AGENT

1-OFFICE COPY 2-INSPECTOR 3-APPLICANT

PENALTY FEE: \$ _____

(DOUBLE FEE OR \$200)

\$15.00 EACH PERMIT

ISSUING FEE: \$ _____

TOTAL FEE: \$ _____

FEE RECEIVED: _____

PERMIT NUMBER HSE: _____

PERMIT NUMBER TEMP: _____

INFORMATION NOT
REQUIRED AT THIS TIME

**COUNTY OF KAUAI
PLUMBING PERMIT APPLICATION**

For Application To Fill In

OWNER/TENANT

PROJECT ADDRESS

PLUMBING CONTRACTOR

OTHER

ADDRESS

PLUMBER

Lic. No.

Lic. No.

Lic. No.

**INFORMATION NOT
REQUIRED AT THIS TIME**

ZONE	SEC	PLAT	PARCEL	UNIT	DISTRICT

General Contractor

Building Permit No.

Date

Group Occupancy or Use

() New () Addition () Alteration () Repair

() Cesspool () Sewer () Septic System

SANITARY AND WATER SYSTEM

NUMBER	ITEM	FEE
	Bathtubs	@\$7.00
	Clotheswashers	@\$7.00
	Dishwashers	@\$7.00
	Drinking Fountains	@\$7.00
	Floor Drains	@\$7.00
	Floor Sinks	@\$7.00
	Garbage Disposers	@\$7.00
	Grease Interceptors	@\$15.00
	Interceptors; Sand, Dirt	@\$15.00
	Laundry Trays	@\$7.00
	Showers	@\$7.00
	Sinks	@\$7.00
	Sinks, Bar	@\$7.00
	Sinks, Service	@\$7.00
	Sumps	@\$7.00
	Urinals	@\$7.00
	Wash Basins	@\$7.00
	Water Closets	@\$7.00
	Bidets	@\$7.00
		@\$7.00
	For Each Lawn Sprinkler System on Any One Valve Including Backflow Protection Devices	@\$15.00
	Vacuum Breakers or Backflow Protective Devices Installed Subsequent to the Installation of Piping Equipment Served	@\$15.00
	For Each Vacuum Breakers or Backflow Protective Devices Installed to Hosebibbs	@\$7.00
	Solar Water Heater	@\$7.00
	Electric, Oil or Gas Water Heater and/or vent	@\$7.00
	Swimming Pool With Drainage Connection	@\$15.00
	Solar Heater Energy System	

NUMBER	ITEM	FEE
	Water Supply Piping: Install, Alter, or Repair and/or Water Treating Equipment	@\$7.00
	Building Sewer: Installation, Alteration, Addition, Demo, Removal and Repair of each Building sewer/ drainage system include first 50 ft of drain and sewer lines	@\$20.00
	Each additional foot of drain and sewer lines thereof	@\$2.00
	FUEL GAS SYSTEM	
	For Each Gas Piping System, Alteration, Addition or Repairs to Piping System and Other Miscellaneous Equipment	@\$15.00
	For Each Gas Application	
	Dryers	@\$7.00
	Hose Cocks	@\$7.00
	Ovens	@\$7.00
	Ranges	@\$7.00
	Vents	@\$7.00
	Water Heaters	@\$7.00
	Controlled Outlets	@\$7.00
	Barbecue Grills	@\$7.00
	MEDICAL GAS PIPING	
	For The First Five inlet(s) or outlet(s) for a specific gas	@\$15.00
	For Each Additional inlet or outlet or fraction thereof	@\$2.00
	FOUNDATION	
	For The First 10 Plumbing Fixtures	@\$15.00
	For Each Additional Plumbing Fixture	@\$2.00
	INVESTIGATION FEE (COMBINED MINIMUM OF \$200.00)	@\$200.00
	PERMIT ISSUING FEE	\$15.00

NOTES TO APPLICANT:

POST PERMIT PLACARD ON SITE OF WORK. THIS PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN 180 DAYS OF DATE OF ISSUANCE, OR IF WORK IS SUSPENDED OR ABANDONED FOR 180 DAYS.

PERMITTEE IS HEREBY AUTHORIZED TO INSTALL THE ABOVE PLUMBING WORK, IN ACCORDANCE WITH PROVISIONS OF THE PLUMBING CODE.

COUNTY ENGINEER OR HIS AUTHORIZED AGENT

DATE

FEE RECEIVED

DATE

TOTAL FEE:

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL COUNTY OF KAUAI ORDINANCES AND STATE LAWS REGULATING PLUMBING

Signature (Contractor)

Date

Signature (Plumber)

Date

**INFORMATION NOT
REQUIRED AT THIS TIME**

Permit No.